



USAID
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WEST BANK/GAZA

POSITION ANNOUNCEMENT USAID/ U.S. CONSULATE GENERAL JERUSALEM

ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND TAKE NOTICE OF THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION

POSITION TITLE/GRADE: USAID Project Management Specialist (Engineering), FSN- 11
OPEN TO: Gaza Residents Only
OPENING DATE: January 8, 2016
CLOSING DATE: January 22, 2016
TYPE/LENGTH OF SERVICE: Local-hire position, 12 months renewable
POSITION LOCATION: GAZA

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of USAID Project Management Specialist (Engineering), within the Water Resources and Infrastructure Office (WRI) of the USAID Mission for West Bank & Gaza.

1) BASIC FUNCTIONS OF POSITION

The position will be located in Gaza and will report to WRI at the USAID/West Bank and Gaza Mission, Jerusalem. The primary purpose of this position is to manage and monitor USAID-supported water and sanitation infrastructure activities in Gaza, from design through implementation to closeout. The small to large-scale infrastructure projects are implemented by U.S. and Palestinian contractors, as well as non-governmental organizations. The incumbent will serve as an activity manager or Contracting/Agreement Officer's Representative (C/AOR) for WRI programs, managing 2-5 activities simultaneously, with an estimated annual burn rate of US\$20-30 million; he/she will conduct site visits to monitor activities and ensure that benchmarks and goals are being met, and will identify activity related problems and assist in resolving them. The incumbent will work under the direct supervision of the Mission's Senior Engineering Officer, who provides technical guidance and reviews completed work for compliance with Agency objectives and regulations. The incumbent will not supervise USAID staff and will not formally supervise contractor staff.

2) QUALIFICATIONS SOUGHT:

The application must address the following minimum requirements:

- A Bachelor's of Science degree in civil engineering is required.

- Experience

1. A minimum of seven years of progressively responsible engineering experience pertaining to construction, including design, construction management, and/or supervision of infrastructure programs is required.
 - Candidates with only 5 and/or 6 years of the above mentioned experience may also be considered, provided that they meet all the other minimum requirements. However, they will be hired at a lower trainee grade level and will remain in that level until they fulfill the full required experience levels specified in number 1 above.
- Level IV (Fluent) English & Arabic language, oral and written, is required.
- Thorough knowledge of local building and construction practices, as well as general knowledge of USG regulations, as well as Palestinian laws and regulations affecting construction, infrastructure, and program implementation is required.

In addition, the following skills are sought and should be discussed in your application:

- Must have very strong written and verbal communication skills, including the ability to write high-level analytical and reporting documents, as well as correspondence in English.
- Strong interpersonal, managerial, negotiating, and advisory skills are required to coordinate project implementation with USAID partners and counterparts.
- Must have the ability to independently plan, develop, manage, and evaluate programs and projects; the ability to understand and apply a thorough knowledge of USAID programming policies, regulations, procedures and documentation and policy parameters, and the ability to establish and maintain an extensive range of contacts with mid- to high-level officials in the Palestinian Water Authority and private sectors, NGOs, and the donor community.
- Good analytic ability is required to evaluate scopes of work and responses to various kinds of acquisition and assistance solicitations, as well as to identify problems in infrastructure program implementation and recommend corrective actions.
- The ability to compile data, prepare reports, and make presentations is also required.

1. **ADDITIONAL INFORMATION ABOUT THE SELECTION PROCESS:**

- a. Candidates must provide proof of Gaza residency and proof of their local work permit and/or legal status in Gaza. Candidates must be based in Gaza – candidates who wish to commute into Gaza from Israel or the West Bank will be disqualified.
- b. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.
- c. Hiring for this position is based on funding availability as well as Security & Medical clearances.
- d. Nepotism/ conflict of interest will be considered, and may result in disqualification of candidacy depending on the circumstances. (**See explanation of Nepotism below).

- e. U.S. dual nationals and green card holders, or third country nationals, are eligible assuming they meet the Gaza residency and work permit requirements above.
- f. Current employees serving a probationary period are not eligible to apply.
- g. USAID reserves the right to hire multiple candidates as needed.

2. HOW TO APPLY:

- Please clearly indicate the title of the position you are applying for. Any application that does not specify the position applied for will NOT be considered.
- Please submit a current, resume/CV in ENGLISH along with a cover letter to **USAID Executive Office Attention HR Department** as follows:
 - By Email: hrwbg@usaid.gov
 - OR**
 - By Fax: (03) 511-4894

Applications must be received at the USAID Executive Office by Close of Business, 16:30, local time, on January 22, 2016

- Applications received after the closing date and time of the announcement will NOT be considered.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.
- Applicants who fail to meet requirements for the position will be disqualified. Only short listed applicants will be contacted for interview.
- If college education is a requirement for the position, a certificate will be required to be provided prior to beginning employment.

3. *LANGUAGE LEVEL DEFINITIONS:

Level 1: Rudimentary knowledge.

Rudimentary verbal understanding of a limited vocabulary.

Level 2: Limited knowledge.

Limited knowledge of the written and spoken language, and a vocabulary limited to a specific occupation. Job holder will be able to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports.

Level 3: Good working knowledge.

Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

Level 4: Fluent.

High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

Level 5: Professional translator/interpreter.

Ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance, or capable of simultaneous translation as in the case of conference reporting.

4. **NEPOTISM:

Immediate family members, including relationship by marriage may be employed but cannot be assigned to the same section within the Mission.

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications and demonstrated salary history so warrant. The decision will be made by the USAID Executive Officer.

The US Government (USG) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The USG also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.